

**LOUISIANA REAL ESTATE  
APPRAISERS BOARD**

**STATE OF LOUISIANA**

**Independent Accountants' Report on Applying  
Agreed-Upon Procedures**

**June 30, 2014**

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**To the Board Members  
Louisiana Real Estate Appraisers Board  
State of Louisiana  
Baton Rouge, Louisiana**

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "*not applicable*."

Management of the Louisiana Real Estate Appraisers Board, State of Louisiana (the Board) is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of the Board and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Board compliance with certain laws and regulations during the year ended June 30, 2014.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of Government Auditing Standards. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose

**General**

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1. Determine if there are adequate written policies and procedures for the primary financial/business functions of the entity (budgeting, receipts, purchasing, disbursements, payroll/personnel, contracting, travel, related parties, and ethics).

*Written policies and procedures were reviewed and determined to be adequate for all primary financial/business functions.*

2. Using the financial statements or AFR, perform analytical procedures comparing current and prior year financial statements, by line item. Identify and obtain explanations for variances of 10% or greater for line items that are 10% or more of the respective total assets, liabilities, equity, revenues, or expenses.

*There were two variances that met the criteria of this procedure. For the first variance, an explanation was obtained without exception. For the second variance, it was noted*

*that federal registry fees expense was lower than expected due to a \$13,440 invoice not being recorded as a payable at June 30, 2014.*

## Cash

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1. Prepare a proof of cash for the period covered by the financial statements.

*A proof of cash was prepared for the period covered by the financial statements without exception.*

2. Determine if cash collection responsibilities are adequately segregated to ensure that the person responsible for cash collections is not responsible for posting accounts receivable or making deposits.

*Because of the limited number of employees of the District, cash collection, posting of transactions, and making deposit duties sometime overlap. All three employees in the accounting department have the ability to perform all three of these functions.*

3. Determine if bank reconciliations have been prepared for all months in the period covered by the financial statements. Determine if there is evidence of management review of the bank reconciliations. Determine if the reconciled balance for the final month of the fiscal year agrees to the general ledger.

*Bank reconciliations have been prepared for all months in the period covered by the financial statements. Management states that reconciliations are reviewed by someone other than the person who prepares the reconciliation however there is no evidence of management review documented on the reconciliation. The reconciled balances for the final month of the fiscal year did agree to the general ledger.*

## Credit Cards

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1. Obtain from management a listing of all active credit cards (and bank debit cards if applicable) for the period under examination, including the card numbers and the names of the persons who maintained possession of the cards.

*A list of all active credit cards for the period under examination was obtained from management. There were no purchases made on the Board's credit card for the period examined.*

2. Obtain the monthly statements for all credit/debit cards used during the period under examination and select for detailed review the largest (dollar amount) statement for the two cards with the most (dollar amount) activity:

- A. Obtain the entity's supporting documentation for the largest purchase/charge shown on each selected monthly statement:

- Determine if each purchase is supported by:
  - An original itemized receipt (i.e., identifies precisely what was purchased)

*Not applicable.*

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating)

*Not applicable.*

- Other documentation as may be required by policy (e.g., purchase order, authorization, etc.)

*Not applicable.*

- Determine if selected purchases effectively circumvented the entity's normal procurement/purchasing process and/or the Louisiana Public Bid Law (i.e., large or recurring purchases requiring the solicitation of bids or quotes).

*Not applicable.*

- B. Determine if there is evidence of management review of the two selected statements.

*Not applicable.*

#### Travel and Expense Reimbursement

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1. Obtain a listing of all travel and related expense reimbursements during the period under examination and trace to the general ledger for completeness. Select for review the three persons who were reimbursed the most money:

*The list of all travel and related expense reimbursements was obtained and traced to general ledger without exception.*

- A. Obtain all of the expense reimbursement reports of each selected person, including the supporting documentation, and choose the largest expense report from each person to review in detail:

- Determine if each expenditure is:
  - Reimbursed in accordance with written policy (e.g., rates established for meals, mileage, lodging, etc.) and applicable laws

*All expenditures were reimbursed in accordance with written policy.*

- For an appropriate and necessary business purpose relative to the travel

*All expenditures reimbursed were for appropriate and necessary business purposes.*

- Determine if each expenditure is supported by:
  - An original itemized receipt (i.e., identifies precisely what was purchased)

*All expenditures examined were supported by an original itemized receipt.*

- Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating)

*All expenditures documented the business/public purpose of the expenditure.*

- Other documentation as may be required by policy (e.g., authorization for travel, conference brochure, certificate of attendance, etc.)

*All expenditures examined had the required information.*

- Determine if each expense report (including documentation) was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*For one expense report, the person receiving the reimbursement was the same as the person approving the expense report.*

## Contracts

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1. Review accounting records (e.g., general ledgers, accounts payable reports, etc.) for the period under examination to identify individuals/businesses being paid for contracted services (e.g., professional, technical, etc.). Select the five “vendors” that were paid the most money during the period and determine if there is a formal/written contract that supports the services arrangement.

*We reviewed the accounting records for the period under examination to identify individuals/businesses being paid for contracted services and selected the five vendors that were paid the most money during the period. All five vendors had written contracts.*

2. Obtain a listing of all active contracts and the expenditures made during the period under examination and trace to the general ledger for completeness. Select for detailed review, the largest (dollar amount) contract in each of the following categories that was entered into during the period.

(1) Services

*Not applicable.*

**(2) Materials and supplies**

*Not applicable.*

**(3) Public works**

*Not applicable.*

**A. Obtain the selected contracts and the related paid invoices and:**

- Determine if the contract is a related party transaction by obtaining management's representation.

*Not applicable.*

- Determine if the transaction is subject to the Louisiana Public Bid Law or Procurement Code:
  - If yes, determine if the entity complied with all requirements (e.g., solicited quotes or bids, advertisement, selected lowest bidder, etc.)

*Not applicable.*

- If no, determine if the entity provided an open and competitive atmosphere (a good business practice) for the transaction/work.

*Not applicable.*

- Determine if the contract was amended. If so, determine whether the original contract contemplated or provided for such an amendment. Furthermore, determine if the amendment is outside the scope of the original contract, and if so, whether it should have been separately bid and contracted.

*Not applicable.*

- Select the largest payment from each of the 3 largest contracts selected above and determine if the invoice(s) received and payment complied with the terms and conditions of the contract.

*Not applicable.*

- Determine if there is documentation of board approval, if required.

*Not applicable.*

## Payroll and Personnel

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1. Obtain a listing of employment contracts/salaries in force during the period under examination and trace to the general ledger for completeness. Select the five highest paid employees and:

- Determine if payments issued during the period under examination were done in strict accordance with the terms and conditions of the contract or pay rate structure.

*All payments issued during the period were made at the correct pay rate.*

- Determine if changes made to hourly pay rates/salaries during the period under examination were approved in writing and in accordance with policy.

*All pay rates during the period were properly approved in writing and in accordance with policy.*

2. Select the attendance and leave records for one pay period in which leave has been taken by at least one employee and:

- Determine if all employees are documenting their daily attendance and leave (e.g., vacation, sick, etc.). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

*For the payroll period selected, attendance and leave were properly documented for all employees.*

- Determine if supervisors are approving, in writing, the attendance and leave of all employees.

*For the payroll period selected, all attendance and leave records were properly approved.*

- Determine if the entity is maintaining accurate written leave records (e.g., hours earned, hours used, and balance available) on all eligible employees.

*For the payroll period selected, it was determined the Board is maintaining accurate written leave records on all eligible employees.*

3. Select the two largest termination payments (e.g., vacation, sick, compensatory time, etc.) made during the period under examination. Determine if the payments were supported by adequate documentation, made in strict accordance with policy and/or contract, and properly approved.

*Not applicable.*

## Budget

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1. Obtain a copy of the legally adopted budget and all amendments.

*Procedure performed without exception.*

2. Trace the budget adoption and amendments to the minute book.

*Procedure performed without exception.*

3. Compare the total revenues and total expenditures of the final budget to actual total revenues and total expenditures on the financial statements or AFR. Report variances of 10% or greater.

*No reportable variances were noted.*

## Debt Service

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1. If debt was issued during the financial statement period, verify that State Bond Commission approval was obtained, as applicable.

*Not applicable.*

2. Determine compliance with applicable debt covenants.

*Not applicable.*

## Corrective Action

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1. Obtain management's response and corrective action plan for any exceptions noted in the above agreed-upon procedures.

### General

*Finding: During our review of financial statement variances, we noted a variance that was the result of Federal registry fees expenses not being accrued as a payable at June 30, 2014.*

*Response: Federal registry fees collected from appraisers are recorded as revenue when received and as an expense when disbursed to the registry program. We have adjusted our year end balances to reflect these unrecorded expenses and will monitor these transactions at the close of future periods to ensure they are recorded in the proper period.*



## Cash

*Finding: During our review of cash, we noted that cash collection, posting of transactions, and making deposit duties sometime overlap among the three employees in the accounting department.*

*Response: Due to limited staff, accounting employees are cross trained so all are competent in handling these transactions. All work is reviewed by the Accounting Supervisor. Furthermore, we will separate duties among three of us. Specifically, Katie Lei will be responsible for collecting cash, Kayla Robinson for posting cash transactions, and Jenny Yu for making deposits*

*Finding: During our review of cash, we noted there was no evidence of management review of the bank reconciliations.*

*Response: All bank reconciliations are reviewed by the Accounting Supervisor with monthly review by the Executive Director. All bank reconciliations will be reviewed and signed/dated by the Accounting Supervisor.*

## Travel and Expense Reimbursement

*Finding: During our review of travel and expense reimbursements, we noted that for one expense reimbursement, the person receiving the reimbursement was the same as the person approving the expense report.*

*Response: The Executive Director is approved by Board resolution to approve travel expenditures in accordance with state policy and guidelines. In addition, the Executive Director's expense reports will be reviewed and approved by the Chairman of the Commission.*

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## Prior Year Findings

1. Prepare a schedule of prior findings or a statement that there were no prior findings.

*There were no prior year findings.*

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## Other

1. Prepare a listing of all per diem payments or compensation paid to members of the governing board or a disclosure that none was paid.

*See Schedule 1.*

2. Prepare a listing of all professional services payments made to contractors for surveys, feasibility studies, and special studies.

*Not applicable.*

We were not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Board and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Griffin & Company, LLC*

September 4, 2014

## LOUISIANA REAL ESTATE APPRAISERS BOARD

## STATE OF LOUISIANA

## Schedule of Per Diem and Compensation Paid to Members of the Governing Board

For the Year Ending June 30, 2014

<u>Name</u>	<u>Amount</u>
Gayle Boudousquie	\$ -
Michael Graham	100
Roland Hall	400
Clayton Lipscomb	350
Newton Landry	-
Tommie McMorris	-
Leonard Pauley	-
Total	\$ <u>850</u>